

Memorandum

DATE: June 24, 2004

TO: All Agencies, Boards and Commissions
Attention: Agency Finance Officers

FROM: Gerry Oligmueller, State Budget Administrator

RE: Budget Status Report

As we prepare for the second fiscal year of the 2003-2005 biennium, we encourage you to set up your fiscal year 2004-05 budget information on the Budget Status Report. I would like to remind you of the importance of completing the "Budgeted Amount" portion of the Budget Status Report. This figure should include all appropriations for FY 2004-05, including non e-clause bills from the 2004 Legislative Session which will be added to the Allotment Status Report on July 16, 2004. Section 81-138, Reissue Revised Statutes of Nebraska, 1996, requires all agencies to provide an estimate of fiscal year expenditures to the Director of Administrative Services and requires the Director to withhold appropriations when such estimates are not provided by the agency. In addition to serving as a continuous up-to-date report for your budget management purposes, the Budget Status Report satisfies the appropriations management requirement of Section 81-138.

As you enter budget information in NIS for the Budget Status Report for FY 2004-05 (NIS Year 04), please use the following sub ledger structure as contained in the NIS Training Manual section entitled "Agency Budget Distribution of Appropriation by Business Unit":

Subledger-

—**BUAPPROP** (Annual NEW Appropriation)—to be in the format and include such appropriations as would be used in the current estimated or base year in your Biennial Budget Request

—**BUREAPPR** (Re-appropriation)

—**BUENC** (Certified Encumbrances, both mid-biennium and end of biennium)

—**BUTRANSF** (All Other---to include increased or decreased Federal Funds, and unlimited Cash Funds, Revolving Funds, and in a few cases, Trust Funds; and any other changes not included in the other three sub ledgers above)

The above structure will help all of us to track New (base) appropriations in a much easier fashion in the future and should help in the electronic transmittal and loading of historical expenditure and funding information, and current year estimated budget information, into the Biennial Budget Request Document.

For additional instructions on how to enter the necessary data, I encourage you to use the NIS Training Manual at:

http://www.das.state.ne.us/nis/trainingmat/budget/agency_distn_of_appropn_bu.html

You may also contact your assigned budget management analyst in the DAS-Budget Division if you have questions. Your budget analyst will coordinate with State Accounting in the event you require assistance regarding the Budget Status Report information or feel you may need to establish additional budget business units in order to accomplish the task in an efficient and effective manner.

Please enter the Budget Status Report budget information into NIS by no later than Friday, July 30, 2004.

Thank you for your attention to this important matter.